

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SUPERVISOR OF BUILDINGS AND GROUNDS**

Jurisdictional Class: **Competitive**

Date Adopted: **Unknown**

Date Revised: **12/08**

Jurisdictions: **Schools**

Union Status:

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class differ from those in head custodian class in that the scope of duties performed and size of system maintained involves considerably greater managerial ability. Work is performed in accordance with general policy outlined by Superintendent or Board of Education, allowing wide leeway for exercise of independent judgment in administering the technical phases of the work. Immediate supervision is exercised over custodians and head custodians. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assigns employees to various cleaning and maintenance tasks and sets up schedules of work;
Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by private contractors or custodial or maintenance employees;
Inspects and supervises the maintenance of boilers and heating systems;
Prepares tentative budget estimates for custodial and maintenance activities;
Drafts specifications and plans for repairs and alterations to building and equipment;
Directs the maintenance and upkeep of school grounds;
Keeps records and makes reports of building maintenance;
May supervise bus drivers and minor mechanical repairs to school buses.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of large scale building maintenance practices; skill as a general mechanic and ability to inspect the work of building tradesmen; ability to plan and supervise the work of a large number of custodians, tradesmen and other building maintenance employees; mechanical aptitude; industry; dependability.

MINIMUM QUALIFICATIONS:

- (A) High school diploma and four (4) years of experience in building maintenance activities, at least two(2) of which shall have involved supervisory capacity work in the building maintenance field;
OR
- (B) Any equivalent combination of experience and training sufficient to indicate ability to do the work.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.